



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

APRIL 17 2025

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) - Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Miami Valley Fire District

General Administrative - District-Wide

(Local Government Entity)

(Unit/Department)



Steven Johnson Fire Chief

11/6/24

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Miami Valley Fire District

Records Commission

937-560-2152

(Local Government Entity)

(Telephone Number)

2710 Lyons Road

Miamisburg

45342 Montgomery

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

emsfire@miamivalleyfiredistrict.org

I hereby certify that our records commission met in an open meeting, as required by by the Ohio Revised Code, §121.22, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept



11/6/2024

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

5/1/2025

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form.



INSTRUCTIONS - FORM RC-2

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio History Connection by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio History Connection – State Archives

- The reviewing agent from the Ohio History Connection Local Government Records Program (LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (for example: six years), an action (for example: until audited), or both (six years after audit).
- 4) Include the formats of the record series (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the LGRP. LGRP will mark the records series that will need an RC-3 prior to disposal.
- 6) For use by LGRP only. LGRP will mark the records series that will need an RC-3 prior to disposal – Please leave this column blank.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, contact State Archives - LGRP at: localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to LGRP at:

localrecs@ohiohistory.org

OR

Ohio History Connection
State Archives of Ohio

OR

RC Forms Upload Submission

Local Government Records Program 800 E. 17th Avenue
Columbus, OH 43211-2474

--- The LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. LGRP will return a copy of the approved form to the Records Commission.

The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.

SAO/LGRP-RC2 (Instructions) Revised May 2024

Section E: Records Retention Schedule (RC-2) - Part 2

See instructions before completing this form.

Miami Valley Fire District

(Local Government Entity)

General Administrative - District-Wide

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
GEN - 001	Administrative Files General	1 year and no longer of an administrative or legal value.	Multi		<input type="checkbox"/>
GEN - 002	Calendars, Schedules, Appointment Books, Records, Organizers and Planners	Maintain until no longer of Administrative or Historical Value	Multi		<input type="checkbox"/>
GEN - 003	Complaints: Anonymous / Unfounded Related to Service Against Employee	Retain until no longer of Administrative value 5 years, provided no action pending Place in Personnel File	Multi		<input type="checkbox"/>
GEN - 004	Copies – All Media (Reading, Informational & Reference)	Retain until no longer of an Administrative Value. (RC 3 Not Required)	Multi		<input type="checkbox"/>
GEN - 005	Correspondence - General (Transient or Unsolicited) - includes drafts, notes and/or temporary messages	Retain until no longer of an Administrative Value, then destroy (RC 3 Not Required)	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

See instructions before completing this form.

Miami Valley Fire District

(Local Government Entity)

General Administrative - District-Wide

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP <u>only</u> RC-3 Required
GEN - 006	Correspondence - Routine (has limited administrative value) Non-specific correspondence related to the general administration, functions, policies, decisions, procedures, operations and other activities of the District	30 Days	Multi		<input type="checkbox"/>
GEN - 007	Correspondence - Vital (includes Memos and Interoffice Correspondence) Documents or Records the Administration of Capital Projects & Purchases, Land & Building Acquisitions and Dispositions and the Decision making of Public Officials, and Personnel Actions Involving District Employees or Public Officials	1 Year minimum after the receipt or creation of the correspondence. Maintain within related Project or Topic files and retain according to this Retention Schedule	Multi		<input type="checkbox"/>
GEN - 008	Directories / Notification Lists / Rosters / Business Cards / Rolodex files	Continually Maintained, Purged and Updated.	Multi		<input type="checkbox"/>
GEN - 009	Displays - Bulletins, Posters and General Notices	Retain until no longer of Administrative Value. (RC 3 Not Required)	Multi		<input type="checkbox"/>
GEN - 010	E-mail - General (non-record messages that have no administrative value, such as personal e-mails, unsolicited promotional materials and telephone messages)	Retain until no longer of an Administrative Value, then delete (RC 3 Not Required)	Electronic		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

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Miami Valley Fire District

(Local Government Entity)

General Administrative - District-Wide

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
GEN - 011	E-mail - Routine (has limited administrative value) Non-specific correspondence related to the general administration, functions, policies, decisions, procedures, operations and other activities of the District.	30 Days	Electronic		<input type="checkbox"/>
GEN - 012	Electronic Mail System (E-Mail) - Vital	1 Year minimum after the receipt or creation of the email correspondence. Maintain within related Project or Topic files and retain according to this Retention Schedule.	Electronic		<input type="checkbox"/>
GEN - 013	Facsimile Logs \ Cover Sheets \ Confirmation Notices \ Buffer Printouts	Retain until no longer of an Administrative or Fiscal Value	Paper		<input type="checkbox"/>
GEN - 014	Forms (Blank) – All media	Retain until no longer of Administrative Value. (RC 3 Not Required)	Multi		<input type="checkbox"/>
GEN - 015	Backup Data on Desktops, Laptops and PDA's will follow retention schedule set forth by <u>Elite Computers</u>	Local Backup = 30 days Cloud Backup = 1 year	Electronic		<input type="checkbox"/>
GEN - 016	Laws, Regulations & Rules (Local, County, State & Federal)	Maintain until revised or rescinded	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

See instructions before completing this form.

Miami Valley Fire District

(Local Government Entity)

General Administrative - District-Wide

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
GEN - 017	Magazines, Publications and Reference Materials	Retain until no longer of Administrative Value. (RC 3 Not required)	Multi		<input type="checkbox"/>
GEN - 018	Material Safety Data Sheets (MSDS)	Maintain until Revised, Obsolete or Superseded, then destroy.	Multi		<input type="checkbox"/>
GEN - 019	Newspaper Articles, Clippings & Awards	25 Year(s) and no longer of historical value.	Multi		<input type="checkbox"/>
GEN - 020	News & Press Releases	2 Year(s) then appraise for Administrative or Historical Value	Multi		<input type="checkbox"/>
GEN - 021	Photographs (General), Negatives and Electronic Images	Retain images that have significant Legal, Fiscal, Administrative, or Historical value. Maintain significant images according to content. Erase images that have no significant value (RC 3 not Required)	Multi		<input checked="" type="checkbox"/> (Historical)

Section E: Records Retention Schedule (RC-2) - Part 2

See instructions before completing this form.

Miami Valley Fire District

(Local Government Entity)

General Administrative - District-Wide

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
GEN - 022	Policies, Procedures, Rules, Regulations, and Standard Operating Procedures (includes manuals & handbooks)	Maintain until revised, superseded or discontinued.	Multi		<input type="checkbox"/>
GEN - 023	Public Record Request Forms	3 years, provided audited	Multi		<input type="checkbox"/>
GEN - 024	Public Records Compliance File (RC 1, RC 2, RC 3)	25 Year(s) after Revised, Superseded or Discontinued.	Multi		<input type="checkbox"/>
GEN - 025	Recordings - Audio \ Video \ Digital except when specifically scheduled.	Until no longer of an Administrative or Legal Value, then erase or destroy	Digital		<input type="checkbox"/>
GEN - 026	Surveys & Questionnaires	3 Year(s) and no longer of an Administrative or Legal value	Multi		<input type="checkbox"/>
GEN - 027	Voice Mail, Text Messages, Caller ID Logs, Telephone Messages and Pager Messaging	Erase or delete when no longer of Administrative Value (RC 3 Not Required)	Digital / Electronic		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

See instructions before completing this form.

Miami Valley Fire District

(Local Government Entity)

Human Resources - Personnel

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
HR - 001	Accident files - Personal Injury / Property Damage (personal injury or property damage involving district vehicle or on district property.)	6 years or claim settled	Multi		<input type="checkbox"/>
HR - 002	Badges, Keys, Employee IDs	Confiscate upon employment termination or when obsolete, then destroy	Multi		<input type="checkbox"/>
HR - 003	Certificate of Insurance	6 years	Multi		<input type="checkbox"/>
HR - 004	Disciplinary Action/Hearing Record	Place in personnel file - 75 Years	Multi		<input type="checkbox"/>
HR - 005	Eligibility Lists	6 years after position eligibility list expires	Multi		<input type="checkbox"/>
HR - 006	Employee Sick Leave Requests	Place in Personnel File - 75 Years	Multi		<input type="checkbox"/>
HR - 007	Employment Documents (Hired) Applications for Employment Job Postings Resumes Background Check Post Offer Testing Letters of Reference Copies	Place in personnel file - 75 Years Until no longer needed	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

See instructions before completing this form.

Miami Valley Fire District

(Local Government Entity)

Human Resources - Personnel

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
HR - 008	Employment Documents (Not Hired) Applications for Employment Job Postings Resumes Background Check Post Offer Testing Letters of Reference Copies	Destroy after 1 year Until no longer needed	Multi		<input type="checkbox"/>
HR - 009	EEO Sheets/Reports (Equal Employment Opportunity statistics)	3 years	Multi		<input type="checkbox"/>
HR - 010	Family Medical Leave (Employee) All required documentation	Place in Personnel File - 75 Years	Multi		<input type="checkbox"/>
HR - 011	AOS Fraud Reporting & Training -Acknowledgement forms & CPE Certificates	4 years, provided audited and superseded	Multi		<input type="checkbox"/>
HR - 012	Grievance Hearing Records	6 year after resolved	Multi		<input type="checkbox"/>
HR - 013	I-9 / Immigration Forms (Employment and Eligibility Verification for all newly hired employees)	3 years after date of hire or one year after termination whichever is later.	Multi		<input type="checkbox"/>
HR - 014	Insurance Enrollment Forms	6 years after termination	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

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Miami Valley Fire District

(Local Government Entity)

Human Resources - Personnel

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
HR-015	Insurance Policies Records generated in administration of insurance policies, terms and conditions with providers	2 years after expiration of policy, provided all claims are settled and appeals exhausted	Multi		<input type="checkbox"/>
HR-016	Job Position Descriptions	Maintain until revised or superseded.	Multi		<input type="checkbox"/>
HR-017	Layoff Records (DAS requirement for ranking of employees)	5 years after case settled and all appeals exhausted	Multi		<input type="checkbox"/>
HR-018	Law Suits / Litigation Records Claims for Damages	5 years after case settled and all appeals exhausted	Multi		<input type="checkbox"/>
HR-019	Liability Insurance Files	6 years	Multi		<input type="checkbox"/>
HR-020	OSHA Title 1583 Records	30 Year(s) after employee leaves District employment	Multi		<input type="checkbox"/>
HR-021	Overtime reports	3 years, provided audited	Multi		<input type="checkbox"/>
HR-022	Payroll Deductions: Court & Garnishment Orders Employee Requests - Signed	Place in personnel file - 75 Years	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

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Miami Valley Fire District

(Local Government Entity)

Human Resources - Personnel

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
HR - 023	Performance Evaluation of Employee	Place in Personnel File - 75 Years	Multi		<input type="checkbox"/>
HR - 024	Personnel Files / Records Service Time, Salary History, Taxes Paid, Resignation Letter, Retirement Information, Waivers, etc.	75 Years	Multi		<input type="checkbox"/>
HR - 025	Personnel Actions / Change of Status Forms New Hire, Promotion, Appointment, Pay Step Increase, Resignation, Dismissal, Termination	Place in personnel file - 75 Years	Multi		<input type="checkbox"/>
HR - 026	Professional Certifications, Re-Certifications, Licenses, Trainings, Appointments, Oaths of Office, Commendations and similar documents	Place in personnel file - 75 Years	Multi		<input type="checkbox"/>
HR - 027	Retirement System Enrollment Records	Place in personnel file - 75 Years	Multi		<input type="checkbox"/>
HR - 028	Table of Organization, Organizational Charts, Succession Plan	Until superseded	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

See instructions before completing this form.

Miami Valley Fire District

(Local Government Entity)

Human Resources - Personnel

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
HR - 029	Training Records (Employee) - documentation of employee training (includes attendance records & continuing education)	Training Record Listing merged annually to Personnel File - Retain 5 Year(s) after employee leaves District employment	Multi		<input type="checkbox"/>
HR - 030	Training / Activity Reports (Company Training Report)	2 Year(s) incorporate into Annual Departmental Report	Multi		<input type="checkbox"/>
HR - 031	Unemployment Compensation case files	4 years, after date of final payment	Multi		<input type="checkbox"/>
HR - 032	Union Contracts / Collective Bargaining Agreement	Permanent	Multi		<input type="checkbox"/>
HR - 033	W-4 forms	Place in personnel file - 75 years	Multi		<input type="checkbox"/>
HR - 034	Worker's Compensation case files	10 years, after date of final payment	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

See instructions before completing this form.

Miami Valley Fire District

(Local Government Entity)

Fiscal Officer - Finance

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
AP - 001	1099's	3 years, provided audited	Multi		<input type="checkbox"/>
AP - 002	Annual Budget	5 years	Multi		<input type="checkbox"/>
AP - 003	Annual Departmental Budget Preparation Documents & Worksheets	3 Year(s) after final budget approved	Multi		<input type="checkbox"/>
AP - 004	Year-to-Date Budget Expenditure Reports	Continually Updated & Revised	Multi		<input type="checkbox"/>
AP - 005	Asset Records - District Building (Furnishings & Repairs)	2 Year(s) after sold, scrapped or no longer owned by the District	Multi		<input type="checkbox"/>
AP - 006	Asset Records - Fixed Inventory	10 years	Multi		<input type="checkbox"/>
AP - 007	Audit Reports	5 years	Multi		<input type="checkbox"/>
AP - 008	Bank Deposit Records and Bank Statements	3 years, provided audited	Multi		<input type="checkbox"/>
AP - 009	Bids – Successful (Records documenting publicizing, hearing, and awarding quoted bids from vendors for services or merchandise)	Incorporate into contract file.	Multi		<input type="checkbox"/>
AP - 010	Bid Packets – Unsuccessful	2 years, after award of contract	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

See instructions before completing this form.

Miami Valley Fire District

(Local Government Entity)

Fiscal Officer - Finance

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
AP - 011	Bonds - Public Officials & Employees	10 years following separation	Multi		<input type="checkbox"/>
AP - 012	Bonds - Surety (Performance from contractors)	10 years after completion of project, provided audited	Multi		<input type="checkbox"/>
AP - 013	Bonds - Surety (Bids by potential contractors when submitting for competitive bidding on projects)	Successful Bid - until project performance bond accepted. Unsuccessful Bid - until project is awarded.	Multi		<input type="checkbox"/>
AP - 014	Checks, Cancelled Checks, invoices Check Register	3 years, provided audited	Multi		<input type="checkbox"/>
AP - 015	Employer quarterly federal tax return	4 years, provided audited	Multi		<input type="checkbox"/>
AP - 016	Employee Leave Balances (Sick and Vacation)	Continually updated electronically by Fiscal Office until employee terminates	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

See instructions before completing this form.

Miami Valley Fire District

(Local Government Entity)

Fiscal Officer - Finance

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
AP - 017	Employee Leave Requests - Vacation, Personal, Comp Time	3 years provided audited\Place with Timesheets	Multi		<input type="checkbox"/>
AP - 018	Employee timecards/sheets	3 years	Multi		<input type="checkbox"/>
AP - 019	Financial Reports (Annual)	Permanent	Multi		<input checked="" type="checkbox"/>
AP - 020	Fiscal Records: Ledgers \ Account Books \ Daily, Monthly, Quarterly Reports \ Statistical Reports \ Workpapers	3 Year(s)	Multi		<input type="checkbox"/>
AP - 021	Grants Not Approved/Not Funded	1 year	Multi		<input type="checkbox"/>
AP - 022	Grants Approved / Funded	Maintain as required by grant. If retention is unspecified, retain for 5 years provided audited.	Multi		<input type="checkbox"/>
AP - 023	Indebtedness Records Annual Note Issues	3 years, provided audited	Multi		<input type="checkbox"/>
AP - 024	Indebtedness Records Bond Issues	Permanent	Multi		<input type="checkbox"/>
AP - 025	Investment Records	3 years, provided audited	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

See instructions before completing this form.

Miami Valley Fire District

(Local Government Entity)

Fiscal Officer - Finance

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
AP - 026	Legal Notices, Proof of Publication	5 Years	Multi		<input type="checkbox"/>
AP - 027	Ohio Dept Job & Family Services ("ODJFS") Reports to Bureau of Employment Services	2 years, provided audited	Multi		<input type="checkbox"/>
AP - 028	Pay-In Records	3 years, provided audited	Multi		<input type="checkbox"/>
AP - 029	Payroll Deductions Vouchers	3 years	Multi		<input type="checkbox"/>
AP - 030	Payroll History Summary- Beginning 2011	Permanent	Multi		<input type="checkbox"/>
AP - 031	Payroll Journal (detail check register)	3 years	Multi		<input type="checkbox"/>
AP - 032	Payroll Reports – Full-time and Part- time scheduled hours, call-in hours, overtime hours, and sick leave usage log	Permanent	Multi		<input type="checkbox"/>
AP - 033	Petty Cash Records prior to 2023	3 years, provided audited	Multi		<input type="checkbox"/>
AP - 034	Purchase Orders, Requisitions, Invoices & Statements Copies	3 years, provided audited Until no longer administratively necessary	Multi		<input type="checkbox"/>
AP - 035	Request for Proposals/Qualifications	2 years	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

See instructions before completing this form.

Miami Valley Fire District

Fiscal Officer - Finance

(Local Government Entity)

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
AP - 036	Retirement System Reports	Permanent	Multi		<input type="checkbox"/>
AP - 037	Tax reports: State Income Withholding (Federal, State, Local, City) W-2 Forms	6 years, provided audited	Multi		<input type="checkbox"/>
AP - 038	Travel Requests / Expense Requests / Continuing Education Requests	3 years	Multi		<input type="checkbox"/>
AP - 039	Voucher registers	3 years, provided audited	Multi		<input type="checkbox"/>
AP - 040	W-9 Forms	3 years after last payment to vendor, provided audited.	Multi		<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C

Section E: Records Retention Schedule (RC-2) - Part 2

See instructions before completing this form.

Miami Valley Fire District

(Local Government Entity)

Board of Trustees

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
BT - 001	Activity Sheets / Station Log - Daily on duty records from each station and calls received during 24-hour shifts (maintained by third party - ESO)	10 years, appraise for historical value	Electronic		<input type="checkbox"/>
BT - 002	Attendance Records - Daily	4 Year(s)	Multi		<input type="checkbox"/>
BT - 003	Board Meeting Minutes	Permanent	Multi		<input checked="" type="checkbox"/>
BT - 004	Board Meeting Agendas	6 years	Multi		<input type="checkbox"/>
BT - 005	Board Meeting Notices	1 Year	Multi		<input type="checkbox"/>
BT - 006	Board Member Files Oath of Office of Elected Official	Term of Office then appraise for historical value	Multi		<input checked="" type="checkbox"/>
BT - 007	Building Pre-Plans: District-Owned	Continually Maintained, Purged and Updated	Multi		<input type="checkbox"/>
BT - 008	Building As Builts: District-Owned	For life of structure then appraise for historical value	Multi		<input type="checkbox"/>
BT - 009	By-laws	Permanent	Multi		<input checked="" type="checkbox"/>
BT - 010	Chief's Monthly Report	Incorp. into Annual Report	Multi		<input type="checkbox"/>
BT - 011	District Project Files	10 years after completion of project, provided audited	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

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Miami Valley Fire District

(Local Government Entity)

Board of Trustees

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP</u> only RC-3 Required
BT - 012	Contracts & Agreements	10 years after completion of contract or agreement end date.	Multi		<input type="checkbox"/>
BT - 013	Disaster & Emergency Plans	Continually Maintained, Purged and Updated	Multi		<input type="checkbox"/>
BT - 014	DEA \ Ohio Pharmacy Prescription Drug License	5 Year(s)	Multi		<input type="checkbox"/>
BT - 015	EMS Billing Reconciliation Records	2 Year(s)	Multi		<input type="checkbox"/>
BT - 016	EMS Billing Statements - before 2/19/24 (created & managed by Optum)	retention schedule set forth by Optum	Multi		<input type="checkbox"/>
BT - 017	EMS Billing Statements - after 2/19/24 (created & managed by Medicount Management Inc.)	retention schedule set forth by Medicount Management Inc.	Multi		<input type="checkbox"/>
BT - 018	EMS Monthly Statement	3 Year(s)	Multi		<input type="checkbox"/>
BT - 019	EMS Drug Inventory	4 Year(s) Multi	Multi		<input type="checkbox"/>
BT - 020	EMS Incident Reports (Maintained by State & Federal Emergency Reporting)	Permanent	Electronic		<input type="checkbox"/>
BT - 021	EMS Medic Staffing Reports	3 Year(s)	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

See instructions before completing this form.

Miami Valley Fire District

Board of Trustees

(Local Government Entity)

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
BT - 022	Environmental Inspections	6 Year(s)	Multi		<input type="checkbox"/>
BT - 023	EPA Burning Violation Records	5 years, after violation corrected	Multi		<input type="checkbox"/>
BT - 024	Equipment and Radio Maintenance & Repair Records and Vehicle Equipment Check-in Logs	2 Year(s) after equipment sold, scrapped or no longer the property of the District	Multi		<input type="checkbox"/>
BT - 025	Equipment and Radio Operating and Maintenance Manuals	Retain until equipment sold, scrapped or no longer the property of the District.	Multi		<input type="checkbox"/>
BT - 026	Fire Apparatus \ Hose \ Ladder \ Aerial Ladder Testing Records	10 Year(s)	Multi		<input type="checkbox"/>
BT - 027	Daily Fire Apparatus Inspection Records	3 Year(s)	Multi		<input type="checkbox"/>
BT - 028	Fire Code	Continually Maintained and Updated.	Multi		<input type="checkbox"/>
BT - 029	Fire Detector \ Detection Tests \ Fire & Safety Inspection Reports for All District Buildings	10 Year(s)	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

See instructions before completing this form.

Miami Valley Fire District

(Local Government Entity)

Board of Trustees

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BT - 030	Fire Hydrants: Location & Information Files Inspection Records	Continually Maintained, Purged and Updated 2 year(s)	Multi		<input type="checkbox"/>
BT - 031	Fire Incident Reports – NFIRS (Maintained by State & Federal Emergency Reporting)	Permanent	Electronic		<input type="checkbox"/>
BT - 032	Fire Investigation: Files \ Index \ Evidence	20 Year(s)	Multi		<input type="checkbox"/>
BT - 033	Fire Prevention Reports Safety Program Records	5 Year(s) and no longer of Administrative or Legal value	Multi		<input type="checkbox"/>
BT - 034	Fire Prevention Bureau – Monthly Consolidated Reports	5 Year(s)	Multi		<input type="checkbox"/>
BT - 035	Hazardous Exposure Records: Departmental Individual	Permanent Place in Personnel File - Permanent	Multi		<input type="checkbox"/>
BT - 036	Hospital Transport Totals	Incorp. into Annual Report, then Destroy	Multi		<input type="checkbox"/>
BT - 037	ISO Rating & Documentation	Retain ISO Ratings until revised and maintain current & a minimum of two (2) previous ratings	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

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BT - 038	Job Shadowing / Ride Along Forms All Waivers / Station Tours	2 years and no longer of administrative value	Multi		<input type="checkbox"/>
BT - 039	Mutual Aid Agreements \ AMAR	5 Year(s) after expiration	Multi		<input type="checkbox"/>
BT - 040	Permits \ Applications \ Licenses \ Certifications – All Types	1 year after expiration	Multi		<input type="checkbox"/>
BT - 041	Resolutions Index to Resolutions	Permanent	Multi		<input checked="" type="checkbox"/>
BT - 042	S. A. R. A. "Right to Know" Records (Chemical Emergency Preparedness Program)	5 Year(s) and no longer of Administrative or Legal value	Multi		<input type="checkbox"/>
BT - 043	SCBA – Testing and Flow Testing	Retain until equipment sold, scrapped or no longer the property of the District	Multi		<input type="checkbox"/>
BT - 044	Schedules & Trades Off Duty & Duty Schedule Monthly Exchange of Time Agreements	4 Year(s)	Multi		<input type="checkbox"/>
BT - 045	Statistical Reports: -Monthly -Annual	3 Year(s) and no longer of an Administrative value 5 Year(s)	Multi		<input type="checkbox"/>
BT - 046	Tactical Pre-Plans	Continually Maintained and Updated	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

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BT - 047	Training Materials – All Media	Retain until obsolete, superseded or no longer of Administrative Value	Multi		<input type="checkbox"/>